

Preschool Room Tip Sheet

General/Miscellaneous

- A preschool child is defined as a child older than a toddler and younger than school aged.
- Document arrival and departure times in writing.
- Infants and toddlers may only participate in activities with preschool children for up to one hour a day.
- Staff shall not use corporal physical discipline or loud, profane, threatening, frightening, humiliating or abusive language
- The age of the youngest child in the group determines the ratio and the maximum group size.
- The maximum staff to child ratio is 1 staff to 12 three year old children with a maximum group of 24 children with 2 adults.
- The maximum staff to child ratio is 1 staff to 14 four year old children with a maximum group of 28 children with 2 adults.
- The maximum staff to child ratio is 1 staff to 15 five year old children with a maximum group of 30 children with 2 adults.
- Toddlers 32 months or older may participate with an older child more than an hour a day if the toddler is in transition to preschool. A written transition plan must be in place.

Sleeping and Napping

- A child that does not sleep shall be permitted to play quietly and be visually supervised.
- Beverage container cannot be left in the mouth of a sleeping child.
- Change bedding immediately if soiled or at least weekly.
- Cots or mats not labeled for each child shall be disinfected after each use.
- Nap mats must be a minimum of 2" thick.
- Place cots or mats a minimum of 12" apart.
- Rest time shall be provided to each child who is in care more than 4 hours
- Rest time shall not exceed two hours unless the child is attending during non-traditional hours (night time care).

Eating/Drinking

- A serving of milk for a preschool child must consist of 1% or skim milk.
- Drinking water shall be freely available to a child throughout the day.
- Foods cannot be withheld until all other foods are consumed
- Foods cannot be served while viewing electronic devices
- Foods cannot be used as reward, discipline, or withheld until all other foods are consumed.
- Meals should be served every 2 to 3 hours.
- Perishable foods must be stored in cold storage with a working thermometer indicating temperatures of 40 degrees or less.
- Provide child sized utensils for feeding.

Personal Care Routine

- A child shall be helped with personal care and cleanliness based on their developmental skills
- Change clothing when soiled or wet.
- Hand sanitizer or hand sanitizing wipes can be used when soap and running water is not available but hands must be washed with soap and running water as soon as practicable.
- Hands must be washed with liquid soap and running water upon arrival, before and after eating or handling food, after toileting, after handling animals, after touching or handling an item or area of the body soiled with bodily fluids or wastes, after outdoor or indoor times

Medication

- At least one staff must have training on epinephrine auto-injector if the center has an epinephrine auto-injector
- Keep children's medical information confidential.
- Keep other medications in a locked box.
- Maintain written documentation of administering prescription or non-prescription medications (including sunscreen) to include type, dosage, time, staff signature.
- Obtain written blanket permission from parent or guardian to use sunscreen on a child.
- Obtain written parent permission to administer prescription or non-prescription medications. Include type, route, dosage, and time/s.
- Store sunscreen, toothpaste, or emergency or rescue medications in an area inaccessible to children.

Records/Licensing

- At least one person on duty and present with the children needs to be currently certified in:
 - First Aid.
 - Infant /child and adult CPR
- Ensure all staff in room have completed background checks before leaving children alone in their care.
- Keep children's personal information confidential.
- Keep family information confidential.
- Participate in monthly fire drills and document the names of the participants.
- Participate in quarterly earthquake drills and document the names of the participants.
- Participate in quarterly tornado drills and document the names of the participants.

Classroom Environment

- A toddler area must be separate from an area used by preschool or school aged children.
- Assure that a child shall not be required to stand or sit for a prolonged period of time
- Create lesson plans that promote physical, emotional, social, and intellectual well-being.
 - Daily planned program should include a variety of creative activities, including: Art or Music, Math or Numbers, Dramatic Play, Stories and Books, Science or Nature, Block Building or Stacking, Tactile or Sensory Activity, Multi-cultural exposure, and gross motor play, active and quiet play, group and individual activity, free choice of activities, develop developmentally appropriate self-help procedures,
- Follow lesson plans that are developmentally appropriate and meet individual needs.
- Keep the environment clean and materials in good repair.
- Post daily schedule from open to close, including times and dates of activities.
- Post lesson plans including current date in a conspicuous place.
- Provide adult chair for staff.
- Provide developmentally and age appropriate toys and materials.
- Use tables and chairs that are suitable for the size of the children.

Supervision

- Supervision means being able to see and hear children at all times.
- Supplies shall be stored so that the adult can reach them without leaving a child unattended.
- Staff under the age of 18 must be under the direct supervision of a qualified staff

Cleaning Toys

- Use following procedure for sanitizing mouthed toys:
 - Scrub in warm soapy water using a brush to reach into crevices.
 - Rinse in clean water.
 - Submerge in a sanitizing solution for at least 2 minutes.

- Air dry OR clean in a dishwasher if the toy or item is dishwasher safe.

Personal Items

- Personal belongings and medications of staff shall be inaccessible to a child in care.
- Staff must maintain personal cleanliness



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